



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SR. DISPATCHER (Multiple Positions)
3	Posting Number	PN# 108869
4	Department	Health & Human Services Department
5	Division	Environmental Health
6	Section	Bureau of Animal Regulation and Care Section
7	Reporting Location	2700 Evella
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES**

Performs communication duties, including informing field personnel of service calls requiring immediate response or other special handling. Accepts and processes instructions and/or questions from mobile field units and supervisors.

CORE FUNCTIONS

- Answers phone calls from citizens calling in complaints and/or seeking information on animal ordinances.
- Operates computer terminal; determines call priority and dispatches as necessary by way of computer/radio communications.
- Furnishes callers with directions, uses maps and directories to locate identify field sites.
- Interprets and follows oral and written instructions.
- Assists section supervisor in all other assignments as needed.

WORKING CONDITIONS

The position is physically comfortable, with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

One year of experience as a dispatcher or work in a clerical/telephone or radio/telephone operation is required.

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES
Bilingual is preferred (English/Spanish).

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☐ Yes ☒ No
This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION **GENERAL FUND POSITIONS**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 12
\$800 - \$1,102 Biweekly \$20,800 - \$28,652 Annually

OPENING DATE February 8, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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